United Nations ST/IC/1999/48

Secretariat

6 July 1999

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Missions roster**

1. The past several weeks have witnessed a resurgence in United Nations field mission activity. In addition to fielding some 22 peacekeeping, political and humanitarian missions and several special envoy presences throughout the world, the Organization has now been tasked with the establishment of the United Nations Mission in East Timor (UNAMET) and the United Nations Interim Assistance Mission in Kosovo (UNMIK), as well as with the expansion of our presence in the United Nations Mission in Sierra Leone (UNOMSIL) and the renewed activities of the United Nations Mission for the Referendum in Western Sahara (MINURSO).

2. Success in meeting our mandates depends on the deployment of qualified and mission-ready personnel to carry out the related multifaceted tasks. With a view to identifying such personnel and utilizing the Organization's human resources in an optimal manner, the Department of Peacekeeping Operations maintains a roster of staff members who have expressed interest in being considered for mission service. Staff are included in the roster on the basis of an evaluation of their qualifications and suitability for mission service. As the need arises, they are selected for specific mission assignments, frequently on short notice.

3. Staff members who have not submitted an application for mission service in the past six months are invited to apply by completing the attached form in its entirety. Those who have previously submitted an application are encouraged to indicate their continued interest by using the attached application form, as an **update only**, of their newly acquired skills and/or other changes which may have occurred since their last application. Unchanged items on the application form should be left blank.

4. In order to ensure a timely and meaningful review and evaluation, the staff member's latest performance appraisal and curriculum vitae should be attached to each application form. Incomplete applications will not be processed.

* Expiration date of the present information circular: 31 December 2000.

99-20014 (E) 080799

5. **All applications should be forwarded to the following address:**

Personnel Management and Support Service
Room S-2280
United Nations
New York 10017

6. **This circular supersedes information circular ST/IC/1993/23 dated 5 April 1993.**

INSTRUCTIONS	UNITED NATIONS	Do not write in this space
Please answer each question clearly and completely. *Type or print in ink.* Read carefully and follow all directions.	**MISSION APPLICATION FORM** For staff members who wish to be considered for peace-keeping and other field operations.	

This form is not a commitment on the part of the United Nations. Please limit your answers to the space provided

1. Family name _____ First name _____ Other names _____ Maiden name _____ Nationality _____ Sex ____

HOME ADDRESS: _____

_____ Tel No. _____

Date of birth	Index no.	Organization	Duty station	Functional title	Category/level
EOD date (D/M/Y)	**Type of Contract**	**Expiry date (D/M/Y)**	**UN Tel. no.**	**UN Room no.**	**Fax no.**

2. EDUCATION: Give full details of current status. **N.B. Give exact details of degrees in original language. Please do not translate or equate degrees.**

NAME, PLACE & COUNTRY UNIVERSITY (Give full address on page 3)	ATTENDED FROM/TO		DEGREES & ACADEMIC ACHIEVEMENTS	MAIN COURSE OF STUDY
	MO/YEAR	MO/YEAR		

3. COMPUTER SKILLS: Give full details of courses completed and experience.

WORD PROCESSING	SPREADSHEETS	DATABASE	PROGRAMMING
1. _____	1. _____	1. _____	1. _____
2. _____	2. _____	2. _____	2. _____
3. _____	3. _____	3. _____	3. _____

Additional remarks regarding computer skills: _____

4. PREVIOUS MISSION ASSIGNMENTS: Give details of previous field mission experience.

Mission	Functional title	Grade	Date (from / to)	Remarks

5. UNITED NATIONS WORK EXPERIENCE: Give details of your last three work assignments, excluding field missions. In addition, list any experience in excess of six months. Please indicate full level of responsibility.

Date (from / to)	Occupational group and functional title (see page 4)	Grade	Number of staff supervised
1			
2			
3			
4			
5			

Describe any posts of responsibility held in previous non-UN employment

6. LANGUAGE PROFICIENCY: Mother tongue : _____

Indicate your knowledge of the language. (Insert at * 1 =Fluent ; 2. = moderate ; 3 = not easily).

Language	LPE	Read*	Write*	Speak*	Understand*	Remarks

7. DRIVER'S LICENCE:

Do you possess a valid driving license? YES ☐ NO ☐

Do you possess a valid international drivers license ? YES ☐ NO ☐

Can you drive a gear shift vehicle? YES ☐ NO ☐

Remarks.

8. MISSIONS : List preferences 1._____ 2._____ 3._____

Remarks:

9. OCCUPATIONAL GROUP: From page 4, select the occupational group(s) that best suits your preferred field of work.

1. _____ 2. _____ 3. _____

Remarks:

_____

_____

_____

10. Briefly explain any working experience or training (including academic studies) you might have in specific geographical regions related to peace-keeping operations, election monitoring, disaster relief, working with refugees or any other similar field.

_____

_____

_____

_____

11. With reference to your answer to question 10, describe any situation where your actions resulted in the achievement of organisational objectives?

_____

_____

_____

_____

12. In your opinion, what are the personal characteristics that are most suitable in order to work successfully in a peace-keeping mission.?

_____

_____

_____

13. If selected, when would you be available for a mission assignment? (*Indicate your choice)

Any time*_____ Earliest availability (mm/YY) _____

For how long? *3 months_____ *6 months_____ * 1 year_____ *Other_____

14. ADDRESSES OF UNIVERSITIES: (see page 1).

_____

_____

_____

_____

_____

_____

15. I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Mission Application form or other document requested by the Organization renders a staff member of the United Nations liable to termination or dismissal.

Date_____ Signature_____

*** IMPORTANT ***

In order to expedite the processing of your application, please include your most recent Performance Report/ F.O.P.A. along with this application form.

OCCUPATIONAL GROUP

MANAGEMENT
MANAGEMENT SUPPORT
ADMINISTRATIVE SUPPORT
PERSONNEL
TRAINING
FINANCE & BUDGET
PROCUREMENT
REGISTRY / POUCH / REPRODUCTION
PROPERTY CONTROL / INVENTORY
RECORDS MANAGEMENT
SECURITY
TRANSPORT - AIR
TRANSPORT - MOVEMENT CONTROL
TRANSPORT - VEHICLES
SUPPLY / PROPERTY MANAGEMENT / WAREHOUSING
ENGINEERING
FACILITIES MANAGEMENT
COMMUNICATIONS
EDP HARDWARE / SOFTWARE
EDP SYSTEMS DESIGN
CONTRACTS MANAGEMENT
ELECTORAL SPECIALIST
HUMANITARIAN AFFAIRS
CIVIL AFFAIRS
POLITICAL AFFAIRS
HUMAN RIGHTS
LEGAL AFFAIRS - INTERNATIONAL LAW
LEGAL AFFAIRS - CONTRACTS / CIVIL
INFORMATION / MEDIA RELATIONS
INTERPRETATION & TRANSLATION
BROADCASTING TECHNOLOGY
TECHNICAL MILITARY SPECIALITIES
LOGISTICS SPECIALIST
CATERING, ACCOMMODATION & TRAVEL
MEDICAL SUPPORT
OTHER (SPECIFY)